



## EMPLOYMENT OPPORTUNITY

**Legal Support Supervisor II**

**San Francisco**

**\*Recruitment and Retention Differential Pay Area**

**Department of Industrial Relations**

**Office of the Director, Legal Unit**

**Legal Support Supervisor II**

**\$3604-\$4384**

**Location:** 455 Golden Gate Avenue, San Francisco, CA 94102

**Duties:** Under the general supervision of the Chief Counsel, the LSS II (North & South) will direct and manage the work of the LSS I in the Los Angeles office. The LSS will supervise the secretarial support staff for attorneys and legal investigators located in San Francisco and Sacramento offices. Duties include brief team coordinator, type civil briefs, maintaining the legal brief calendar, overseeing court filings, hiring and training support staff. Other duties include handling various administrative duties such as personnel issues, attendance reporting, overseeing the maintenance of the law library, purchasing, contracts, budgetary issues and traveling occasionally.

Upon appointment to the Legal Support Supervisor II classification within DIR, San Francisco location employees are entitled to a "plus" adjustment to the maximum salary step (at this time \$4384). Employees who serve 12 or months at the maximum rate may receive an additional Adjustment of one-step (generally 5%). Employees who serve 12 or months at the additional adjustment of one step may receive an additional adjustment of one step (generally 5%).

Anyone eligible for transfer or Training and Development Assignment (T&D) complete the standard State application (Form STD 678), and send it to:

Department of Industrial Relations

P. O. Box 420603

San Francisco, CA 94142

**Attention: Terry Stevenson**

Telephone: (415) 703-4381

Applications will be accepted until position is filled & interviews may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT – AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.